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Management Staff

1. Records Disposition. The Records Management Staff has now succeeded in establishing 90% of all Headquarters Records Disposition Schedules for records retirement to the Records Center, destruction or retention. During the reporting period, records retired to the Inactive Records Center totaled 6,908 cubic feet; a 28% step-up over the previous six months. This accomplishment added to the previous accumulation started in 1951, makes a grand total of 44,825 cubic feet of records retired to the Inactive Records Center. If this amount of records were held in office space at headquarters, the Agency would have had to invest \$1,972,256. in safe filing equipment. The six month period referred to above avoided equipment expenditure of approximately \$304,000.

2. Business Machines Service. In order to provide greater assistance to all organizations in the Agency in the mechanizing of their administrative efforts, two new specialists in the utilization of business machines were added to the Management Staff. (Machine utilization leadership now is composed of a four-person unit.)

3. O&M Activities. During the six-month period completed studies totaled 250. Of these, 174 were minor T/O's, 39 major T/O's and 37 miscellaneous substantial studies. This last group resulted in improved organizational structures, simplified procedures, work simplification, utilization of mechanical aids, etc. The most rewarding were (a) Management survey of the Acquisitions Branch, CIA Library; (b) Management survey of CIA Watch Office; (c) Survey of Procedures for Deprocessing Separating Agency Employees; (d) Study of Feasibility of Using Electronic Computer in Supply Division; (e) Study of Processing Clandestine Information Reports; (f) Study of Procedures for Routing of Dispatches in DD/P; (g) Study of the Work Backlog in Records Integration (FI/DDP); (h) Study of Distribution of Sensitive Cables in DD/P; (i) Assistance to Consultants in Analyzing Library Operations; (j) Study of ORR Reorganization, and (k) Survey of Administrative Staffs of all DD/I Offices.

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